

MANHEIM TOWNSHIP SD

K-12 Guidance Plan | 2023 - 2026

GUIDANCE PLAN PROFILE

PROFILE

LEA Name

Manheim Township SD

AUN

113364503

Address 1

PO Box 5134

Address 2

City

Lancaster

State

PA

Zip Code

17606

LEAD COUNSELOR

Lead Counselor Name

Elizabeth Ziegler

Lead Counselor Phone Number

(717) 560-3096

Extension

Lead Counselor Email
ziegleel2@mtwp.net

CHIEF SCHOOL ADMINISTRATOR

Chief School Administrator Name
Dr Robin Felty

Chief School Administrator Phone Number
(717)560-1511

Extension

Chief School Administrator Email
feltyro@mtwp.net

GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

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1. Enter your school's Guidance Services Mission Statement that reflects the school's mission and includes reference to the three domains (academic, career, social/emotional), and equity and access for all students (600 character limit).

The mission of the School Counseling Department at Manheim Township School District is to provide a comprehensive program that addresses the lifelong development of each student's academic, social/emotional, and career growth. This dedicated, caring team is committed to providing equal access and equity to all students and providing students with the skills and tools necessary to succeed in life and become productive members of society.

2. Does your school offer PDE-approved Career and Technical Education (CTE) programs or send students to a Career and Technical Center (CTC) or to another school that offers PDE-approved CTE programs?

Yes

If a district, indicate the school/CTC your students attend to gain PDE-approved CTE instruction. If a CTC, list your member districts. (1000 character limit).

Manheim Township School District sends students to the Lancaster Career & Technology Centers.

339.31 BOARD-APPROVED GUIDANCE PLAN

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3. Is your K-12 Guidance Plan approved by your School Board or Joint Operating Committee?

Yes

Enter date when last approved by Board/JOC.

2023-04-20

339.32(1) CAREER AND TECHNICAL CURRICULA

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4. Does your school provide career guidance services curriculum to assist all students with unbiased occupational and educational information necessary for realistic career planning?

The career guidance services curriculum should align to Career Education and Work Standards and evidence required by Future Ready PA Index. Curriculum should be available during Perkins and APE/339 compliance reviews.

Yes

5. Does your school maintain a monthly calendar or monthly listing of K-12 career guidance services offered, organized by domain (academic, career, social/emotional) and grade level? The calendar should include ongoing activities to assist all students (and their parents) with career planning to meet student needs and interests.

Yes

Upload Monthly Guidance Services Calendar/List (12 pages maximum)

Program Calendar and Delivery K-12 (2).pdf

339.32(2) EDUCATIONAL CAREER PLAN

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6. Does your school/CTC guidance services action plan maintain written strategies for developing and sustaining an individual student career plan that addresses academic and technical preparation, postsecondary education, and training via individual and group counseling and assessment?

The student career plan should align to Career Education and Work Standards and evidence required by Future Ready PA Index. The Career Plan should be available during Perkins and APE/339 compliance reviews.

Yes

339.32(3) OCCUPATIONAL INFORMATION

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7. Does your school maintain a listing of diverse external resources, organized by the Career Clusters, that includes topics such as career readiness, work-based learning experiences, and postsecondary and technical training options?

Yes

Upload List of Career Resources (13 pages maximum)

Career Resources Aligned to Clusters.pdf

339.32(4) CUMULATIVE RECORDS

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8. Does your school maintain a document showing major career guidance service goals and objectives that reflect a general big idea, followed by specific and measurable outcomes that use the data?

The document should include details on how guidance staff gather and utilize cumulative student data and records.

Yes

Upload career guidance service goals and objectives document (3 pages maximum).

Chapter 339 Career Goals _a0893576.pdf

339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

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9. Does your school maintain a listing of career guidance service activities (e.g. events, tours, and interventions) organized by grade level and focused on increasing awareness of career and technical education opportunities among all K-12 students, parents, educators, postsecondary, businesses, and community agency stakeholders?

Yes

Upload CTE career guidance services activities and opportunities documents (5 pages maximum).

CTE career guidance services activities &
opportunities .pdf

339.32(6) CAREER PLACEMENT SERVICES

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10. Does your school provide career guidance services to all students that include provisions for the placement and transition from school to postsecondary work/college/military?

Yes

Upload career placement services document (3 pages maximum).

Curriculum Action Plan_ Placement and Transition Services.pdf MTSD 339 Curriculum Action Plan 9-12.pdf

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

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11. Does your school maintain a delivery system that includes academic and career guidance curriculum, prevention and intervention for social/emotional development, and student planning and support?

The delivery system should reflect direct (face-to-face) and indirect (independent research) career guidance services organized by grade level as evidence that all students receive formal and informal career consultation with teachers and administrators.

Yes

Upload delivery system document (13 pages maximum).

MTSD Academic_Career Plan and
Process.pdf

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

12. Does your school maintain a career guidance service action planning chart or document that shows how each stakeholder group (students, parents, educators, postsecondary, businesses, community agencies) benefits from and/or assists with the delivery of guidance services?

Yes

a. Students

Students will acquire the knowledge and skills necessary to understand the importance of planning for their future. They will gain the knowledge and skills necessary to become productive members in society. Students will become flexible life-long learners able to adapt and succeed in a rapidly changing global economy. Strengths and weaknesses of the program will be evaluated through student participation in order to improve the overall value and delivery to best suit all grade levels K-12.

b. Parents

Parents/Families will be better able to understand how the school supports their student's academic, personal, and career development. This information, along with their support, will help guide their child to customize an individualized educational and post-secondary/career plan. They will partner with the district to reinforce key concepts, assist in career development and post-secondary planning, and promote the attitudes and behaviors needed to become productive members of society.

c. Postsecondary

Post-secondary institutions will benefit from the enrollment of students that are informed about their career options and are college and career ready. Students will be skilled in areas of personal development, which supports them in finding success at the post-secondary level as they navigate relationships, balance responsibilities, and work to achieve their goals. Our partners will assist with programming to better inform families of the opportunities and pathways available after graduation.

d. Educators

Students will be able to see the relevance and meaning in school as a result of our programming, which will positively impact our educators as students become more motivated, self-directed learners. Educators will benefit from an expanded knowledge base of career and post-secondary options available to all students. Educators will infuse career education and work standards within their curriculum to enhance understanding of the skills necessary to compete confidently as 21st century learners.

e. Businesses

Our programming will support students in developing the skills, character traits, and competencies necessary to succeed in the community and work-place. Our business partners will assist by providing opportunities for career and self awareness and exploration and work-based learning. Business representatives will serve on our advisory committee and will educate us on the needs of the local workforce, in terms of employment opportunities and employability skills.

f. Community Agencies

We collaborate with community agencies and look for their insight on ways that we can help foster productive, responsible members of the community. Local community agencies assist us by providing supplementary programming and resources that support our students and families in their academic, career, and personal development.

13. Does your school conduct at least one career guidance services stakeholder group meeting per year and maintain minutes that show discussion of career and postsecondary planning, and career curriculum and assessment, along with details on how the discussion leads to action steps and solutions that enhance career guidance services?

The minutes should include a listing of all members of the stakeholder group with their name, job title, affiliation, and whether present or absent at the meeting. Agenda, minutes, and action plan should be available during Perkins and APE/339 compliance reviews.

Yes

339.32(10) FOLLOW-UP STUDIES

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14. Does your school conduct follow-up studies to determine the effectiveness of your career guidance services curriculum that includes study results and how the information collected is utilized to improve career guidance services?

The follow-up study should be available during Perkins and APE/339 compliance reviews.

Yes

Describe one aspect of your follow-up study including the stakeholder group and number of responses, and indicate how the data collected was utilized to improve career guidance services (1000 character limit).

SIGNATURES AND ASSURANCES

ASSURANCE OF QUALITY AND ACCOUNTABILITY

✓ As Lead Counselor, I affirm the responses to this school's K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

Lead Counselor

Elizabeth Ziegler

Date

2023-03-16

CHIEF SCHOOL ADMINISTRATOR

✓ As Chief School Administrator, I affirm the responses to this school's K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

Chief School Administrator

Dr. Robin L. Felty

Date

2023-09-24